

City Hall Space Needs Update and Renovation Phase I
Request for Qualifications
Job Number 29-12-PW
The City of Kirkland Washington
Questions and Answers

July 16, 2012

Questions from the post-tour pre-submittal meeting:

- 1) Will the list of firm who participated in the tour be made available?

Response: *The "List of City Hall Tour Participants: has been posted on our [webpage](#).*

- 2) What is the budget for this project?

Response: *A maximum of \$10 million has been allocated for this project including consultant fees. The Project Overview (Section 1.1 of the RFQ Notice) describes a three-tier cost estimating approach with a menu of options to contain the overall project budget to this amount.*

- 3) When would the 2009 Space Needs Assessment be made available?

Response: *An excerpt 2009 Space Needs Assessment by McClaren, Wilson and Lawrie, Inc. has been posted on our [webpage](#).*

- 4) What exterior upgrades are anticipated?

Response: *Replacement of the flat roof membrane, rooftop HVAC units and a few windows with broken seals is the extent of the exterior work anticipated for the project.*

- 5) What is the floor area of the satellite offices that will be relocated back to City Hall?

Response: *Parks Administration and Human Resources occupy approximately 3000 sf each on the two floors in the 505 Market Building. The Public Works/Capital Improvement Program Division also occupies approximately 3000 sf on the upper floor of the City Hall Annex Building.*

- 6) How many department contacts will be interviewed regarding their space needs?

Response: *The City has 11 total departments including the Municipal Court and Police which will be relocating to the new Public Safety Building. The City Manager's Office will cover the needs of the City Attorney Office resulting in 8 departments to be interviewed.*

- 7) Do Proof of Insurance certificates need to be submitted with the Statement of Qualifications?

Response: *Only the certificate numbers need to be submitted with the Statement of Qualifications, not the entire certificate.*

8) Have the security systems been upgraded recently?

Response: *The card key readers and key pads system can be upgraded as needed due to door relocations. There are also a cameras and panic button alarm system which may need to be upgraded and/or relocated.*

9) What are the special uses of the conference rooms?

Response: *As one of the larger conference rooms, the Peter Kirk Room is also used for Council Study Sessions, lunchtime workouts and yoga classes and becomes our EOC when activated. The Houghton Room has a video system with internet access that is used for Pre-submittal conferences and webinars.*

10) What improvements to technology and data are anticipated?

Response: *Our Information Technology Department will be consulted to assist in determining the specific upgrades to our technology and data systems. We know we have abandoned data cabling to be removed. As an optional upgrade, we want to explore a cost/benefit analysis of a raised floor plenum system.*

11) Will plans of the current City Hall be available?

Response: *Some sample plans of City Hall have been posted on our [webpage](#).*

12) Is there an expectation that the renovated City Hall would be LEED Certified?

Response: *Yes, ideally the renovated City Hall should achieve a minimum LEED Silver Rating working within the budget.*

13) Does City Hall required any seismic upgrades?

Response: *The need for seismic upgrades depends on the extent of the renovations for City Hall. The original portion from the early 1980's may need more upgrades than the last addition from the early 1990's. The EOC should be designed to the highest seismic importance factor.*

14) Who will be responsible for obtaining permits for the project?

Response: *The City will obtain the permits for the project. The design consultant will be expected to respond to any plan review corrections that require drawing revisions.*

Questions received by email after the pre-submittal meeting:

- 15) You have stated that the contract form is not negotiable, but I'd like to point out that the language in section IX "Hold Harmless / Indemnification" is not insurable by standard professional liability insurance policies. The policies cover defense costs for the architect, but not for their clients. The result of the language may be that rather than having the \$1M coverage as required by the contract, you will effectively have a coverage equal to the selected firm's assets (in terms of how the coverage protects you from defense costs). Given that issue, is there a potential that the City could revisit the contract language in this regard?

Response: *The Hold Harmless/Indemnification section of the Professional Services Agreement has been in effect for more than five years and the City has no interest in revisiting this language.*

- 16) Does the city have current good-faith asbestos surveys of the building?
If no, will the architect be responsible for retaining the services of an asbestos testing firm or will the City retain the services of a testing firm.

Response: *We do not have a survey of the building that identifies possible hazardous materials nor, given the age of the building, do expect to find any. Should the need arise, the City will retain the services of a testing firm.*

- 17) Do you know the members on the City RFQ review team?

Response: *The RFQ review team will be comprised of Marilynne Beard, the Assistant City Manager, Donna Burris, the Internal Services Division Manager and Tom Jensen, the Project Manager.*

- 18) Do you know the members of the City interview Jury/Panel?

Response: *Besides the Assistant City Manager, the Internal Services Division Manager and the Project Manager, the members of the interview panel have not been determined.*

- 19) Who did your 2009 needs assessment and is a copy of that available?

Response: *The 2009 Space Needs Assessment was done by McClaren, Wilson and Lawrie, Inc. An excerpt has been posted on our [webpage](#).*

- 20) Do all the deliverables listed under D on page 6 refer to phase 1?

Response: *Yes, the deliverables listed under D on page 6 are to be accomplished in Phase 1.*